

THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

5006 Geographic Information Analyst 6/3/2016
(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 36,892 annually

PAY GRADE RANGE: \$ 36,892 -\$ 56,430 annually (Pay Grade 7)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, June 20, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (if applicable)(upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent **and** twelve (12) years extensive experience in the operation of ESRI computer software, civil engineering/cartographic drafting, computer aided design (CAD), and/or related areas.

OR

An Associate's Degree in a directly related technical field from a CHEA accredited college or university **and** three (3) years experience in the operation of ESRI computer hardware and software, civil engineering/cartographic drafting, computer aided design (CAD), or related areas.

OR

A Bachelor's Degree in Geography or directly related field from a CHEA accredited college or university.

EXAMINATION

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Geographic Information Analyst	Working Title: same	PCN:
	Incumbent: vacant	Created: 12/05/2007 Updated: 5/16/2016

GENERAL DESCRIPTION

Under direction, responsible for producing maps, plats or other design drawings through the use of Geographic Information System software (ESRI); and for providing technical guidance, assistance and training to others regarding the use and operation of software.

ESSENTIAL FUNCTIONS

Creates and maintains GIS mapping files and associated database information for standard map sets and custom maps.

Provides technical guidance, assistance and training to others regarding the use and operation of software.

Communicates and coordinates the maintenance of GIS information with others (i.e., Knoxville/Knox County GIS office, Knox County property assessor, MPC, KUB, etc.).

May act as a lead worker or team leader when involved in projects with multiple GIS users.

Performs field evaluations for infrastructure mapping

May act as Project Manager or participate in the inspection or management of projects

Performs related work as required.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of ESRI GIS computer software.

Knowledge of advanced ESRI functions.

Knowledge of basic file management techniques.

Knowledge of all aspects of plotter instructions.

Knowledge of the principles and practices of civil engineering and cartographic drafting

Knowledge of basic principles and practices of Stormwater/Civil Engineering

Knowledge of the Tennessee State Plane Coordinate System.

Knowledge of the basic principles, practices and techniques of effective public relations.

Knowledge of basic Coordinate Geometry applications.

Skill in the use of hardware and software utilized in maintaining the Geographic Information System.

Ability to read, interpret and plot various types of maps (including property surveys and highway plans), graphs, charts, blueprints, plans, property descriptions, etc.

Ability to communicate ideas and information in writing and verbally in a clear, concise and effective manner.

Ability to work as part of a team and to establish and maintain effective working relationships with a wide range of government employees and the general public.

Ability to prepare and maintain a variety of engineering/cartographic records.

Ability to create initial files using standard parameters.

Ability to read and comprehend a variety of complex written materials such as technical manuals, software application guides, etc.

KNOWLEDGE, SKILLS, AND ABILITIES CONT'D

Ability to run queries based on geographic data and ability to translate information from queries into various database records.

PHYSICAL REQUIREMENTS

This position consists of primarily heavy work, requiring the incumbent to exert up to 100 pounds of force occasionally, and/or 50 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent **and** twelve (12) years extensive experience in the operation of ESRI computer software, civil engineering/cartographic drafting, computer aided design (CAD), and/or related areas.

OR

An Associate's Degree in a directly related technical field from a CHEA accredited college or university **and** at least three (3) years of experience in the operation of ESRI computer hardware and software, civil engineering/cartographic drafting, computer aided design (CAD), or related areas.

OR

A Bachelor's Degree in Geography or directly related field from a CHEA accredited college or university.

PREFERRED QUALIFICATIONS

None indicated.